**Phone Etiquette**

**Here are *some* phone rules and guidelines:**

### 1. Don’t talk too loudly. Hold the phone about an inch away from your mouth. Imagine that the person on the other end is standing right next to you.

2. **Don’t hold inappropriate conversations in public**. This refers to private information about you or anyone else. Also, if you are in a place where other people can’t escape the area, limit the length of your conversation.

3. **Don’t rudely interrupt face-to-face conversations.** If you *need* to answer a phone call, at least wait until the person you are speaking to finishes their sentence. Then, politely excuse yourself. Remember, when you cut off a conversation with a person right in front of you, you are saying that they aren’t as important as the person on the phone.

4. **Checking your phone at the movies or other public performances.** Turning off your ringer is not enough. The light your phone gives off can be distracting to people around you, so please don’t open it up at all…. And definitely don’t text in this situation.

5. **Focus on your conversation, not on anything in your environment.** This means, turn off the TV, stop eating, pause the video game and really focus on the conversation. If it isn’t important enough for you to give your full attention to, then you probably don’t need to be on the phone at all.

6. **Don’t call people before 8am or after 10pm.** Unless they requested a call from you or you have set it up before hand. This not only bothers the person you are calling, it bothers their family.

7. **Introduce yourself first when you are calling someone.** Even if someone should know who you are, it is important to be clear with your introductions. Use your first and last name with everyone except close family members or friends. (Example: “Hello, this is Joe Jackson, is Mary available?”) When the person you have requested answers, re-introduce yourself.

8. **Avoid talking for talking’s sake**. Going on and on about any topic, whether it is you, another person or school, can wear on people’s nerves. When you are on the phone, you can’t read the other person’s facial expression or body language and it is almost impossible to know if you are boring them. So, as a rule of thumb, keep your conversations short and to the point.

9. **If you dial the wrong number, politely admit your mistake.** Hanging up on a stranger is not appropriate. They could call you back or maybe worry that someone is tricking them. Instead say, “I’m sorry, I must have dialed the wrong number.”

10. **Speak as clearly as possible.** It is harder to understand someone when you can’t read their lips, so help them out by not mumbling or speaking too quietly. If they ask you to repeat yourself, don’t get frustrated, but know that you aren’t speaking clearly enough to be perfectly understood.